



## U.S. ENVIRONMENTAL PROTECTION AGENCY

Headquarters - Washington, DC

### MERIT PROMOTION VACANCY ANNOUNCEMENT

**VACANCY ANNOUNCEMENT NO.** : LV-MP36-00 (All applicants **MUST** submit their applications to the Las Vegas address listed in the **How To Apply** Section)

**POSITION, SERIES & GRADE** : Supervisory Program Analyst, GS-0343-14/15

**OPENING DATE** : 07/13/2000

**CLOSING DATE** : 08/04/2000

**SALARY** : \$71,954 - \$110,028

**PROMOTION POTENTIAL** : GS-15

**LOCATION** : U.S. Environmental Protection Agency, Assistant Administrator for Water, American Indian Environmental Office, Washington, DC

**AREA OF CONSIDERATION** : Current and former federal employees with competitive status (current career, career-conditional employees), and reinstatement eligibles. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions who have substantially completed an initial 3-year term of continuous active service may apply. Applicants applying under the EPA Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) should see section under other essential information. Public Health Service Officers (PHS) applying for consideration under the PHS are also encouraged to apply.

**MOVING EXPENSES** : Will be paid

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### DUTIES AND RESPONSIBILITIES

- Serves as Deputy Director, Office of American Indian Environmental Office (AIEO), and shares responsibility for program planning, policy formulation, management, direction, and control of the technical and administrative aspects of activities within the AIEO.
- Directs and manages the coordination of Agency Indian programs to ensure appropriate communication and consistency among the Regions and other Program offices. Promotes cross-media integration of the Tribal operations. Guides the coordination of assigned programs with other activities of the Office of Water, the Agency and other Federal, State, Tribes, and local government agencies. Maintains external relationships involving members of Congress, government officials, representatives of national, regional, state, Tribal and local organizations, educational institutions and others.
- Directs and manages the program resources. Within delegated authority: establishes goals, develops policies and plans, determines numbers and kinds of staff needs, prepares staffing and budget requests, establishes internal operating policies and procedures, allocates resources.
- Exercises full supervisory personnel management responsibilities over staff members and fostering cultural diversity objectives.
- May be required to travel 1 to 5 days per month.

### CONDITIONS OF EMPLOYMENT:

- The person selected for this position is subject to a favorable pre-appointment background investigation and must successfully pass a full field background investigation.
- The person selected for this position must complete a Confidential Financial Disclosure Report prior to appointment.
- The person selected for this position must complete (or have already completed) a one year probationary period for supervisors and managers.

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### QUALIFICATION REQUIREMENTS

Applicants must have general and/or specialized experience as described below. This requirement is in accordance with the OPM's *Operating Manual for Qualifications Standards of General Schedule Positions* which specifies when and how education may be substituted for experience. When specified, applicants must also meet any Mandatory (Selective Placement) Factors listed. Status applicants must also meet time-in-grade requirements within 30 calendar days of the closing date of this announcement.

**REQUIRED QUALIFICATIONS:** You must meet all of the required qualifications listed below:

**A. Office of Personnel Management requirements:**

**FOR GS-14 LEVEL:**

At least one year of specialized experience comparable in difficulty and responsibility to the GS-13 level in the federal government (by the closing date of the announcement). Specialized experience is that which has equipped the applicant with particular experience to successfully perform the duties of the position. Examples of specialized experience are:

- Experience leading or serving as an expert for a national program or segment of a national program that develops and/or implements environmental policies, programs, and/or projects that protect public health and the environment in Indian country.
- Experience organizing and motivating teams and/or individuals and integrating the work efforts with outside organizations.
- Experience developing long-range work plans and estimating budget requests for national program or segment of national program.

**FOR GS-15 LEVEL:**

At least one year of specialized experience comparable in difficulty and responsibility to the GS-14 level in the federal government (by the closing date of the announcement). Specialized experience is that which has equipped the applicant with particular experience to successfully perform the duties of the position. Examples of specialized experience are:

- Experience managing a national level program through or with a staff/team of subordinates or peers that develops and/or implements environmental policies, programs, and/or projects that protect public health and the environment in Indian country.
- Experience communicating with, organizing, motivating and directing teams and individuals and integrating the work efforts with outside organizations.
- Experience developing long-range work plans, estimating and defending budget requests, and balancing resources for competing issues and work loads for a national program or segment of a national program.

**B. MANDATORY FACTOR:** You must respond to the following mandatory factor on a separate sheet of paper. IF YOU DO NOT RESPOND ON A SEPARATE SHEET OF PAPER, YOU WILL HAVE AN INCOMPLETE APPLICATION AND YOUR APPLICATION WILL NOT BE CONSIDERED. Please respond to the mandatory factor separately (see Directions for Responding to Mandatory and Ranking Factors).

1. Ability to lead a group developing and/or implementing environmental policies, programs, or issues that affect the environmental quality of Indian country.

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**EVALUATION CRITERIA**

**Applicants who meet the qualification requirements above will be further evaluated to determine the extent to which their education, related experience, training, awards, and supervisory appraisal demonstrate they possess the desired knowledge, skills, and abilities (KSA's) listed below. As an addendum to your application, you are strongly encouraged to attach a separate sheet relating your qualifications to the specific requirements (Ranking Factors) of this position.**

- 1) Knowledge of Federal Indian Law.
- 2) Ability to negotiate and resolve competing priorities among diverse stakeholders.
- 3) Ability to communicate complex scientific issues clearly and concisely in both written and oral form to a diverse and potentially adversarial audience.
- 4) Ability to manage complex environmental projects to balance competing issues and work loads.
- 5) Ability to organize, motivate and direct teams and individuals to accomplish organizational goals and priorities.

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**GENERAL INFORMATION**

EPA is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences. U.S. citizenship is required.

EPA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Veterans and persons with disabilities are encouraged to apply.

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**OTHER ESSENTIAL INFORMATION:**

**DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER EPA's CAREER TRANSITION ASSISTANCE PROGRAM (CTAP) OR THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP)**

Individuals who have special priority selection rights under EPA's Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. CTAP and ICTAP eligibles will be considered well qualified if they demonstrate experience equivalent to the acceptable level

in the crediting plan on each of the knowledge and abilities listed above.

Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, documentation of promotion potential, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

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### HOW TO APPLY

**You must submit a complete package as listed below or your application will not be considered for this position.** You may apply by submitting a resume, an "Optional Application for Federal Employment" (Form OF-612), or a SF-171 for each vacancy announcement.

Current and former Federal employees must submit a copy of their last Notification of Personnel Action (SF-50) which indicates career or career-conditional tenure, competitive status, grade level and/or date of separation.

The application should include the announcement number, title and grade(s) of this position. A separate application package is required if you are also applying under the Merit Promotion announcement, work experience (include job title, duties, employer's name and address, starting and ending dates, salary, and hours worked per week, indicate if we may contact your current supervisor), education, training, self-development, awards, commendations, outside activities, or other information relevant to the announced vacancy. Credit may be given only if there is enough information to indicate the job-relatedness and value of any experience, training, awards, etc. submitted. Please do not send copies of previous job descriptions, manuscripts, personal endorsements, or other unsolicited materials. Because applications will not be returned, original documents should not be submitted.

**NOTE: Applications sent in U.S. Government postage paid envelopes will not be considered.**

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### SEND INFORMATION TO:

#### MAILING ADDRESS

U.S. EPA  
Human Resources Staff: Team Vegas  
P.O. Box 98516  
Las Vegas, NV 89193-8516

#### EXPRESS MAIL ADDRESS

U.S. EPA  
Human Resources Staff: Team Vegas  
4220 S. Maryland Parkway  
Building C, Room 503  
Las Vegas, NV 89119

**In order to receive consideration, you must submit your application to the Las Vegas, NV address listed above. Receipt of applications in any office other than Las Vegas will not be considered.**

Agency Contact: Connie Christenson      Phone: (702) 798-2418  
Hearing impaired applicants may call (702) 798-2421 TTY

A copy of this vacancy announcement may be obtained by calling (912) 757-3000.

**RECEIPT OF APPLICATIONS: Applications will be accepted if received in person or postmarked by the closing date of this announcement in the Las Vegas office. No extensions will be given.**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**